



**AUTHORIZED FEDERAL ACQUISITION SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES**

**Special Item Numbers**

Special Item No. 132-32 Term Software Licenses  
Special Item No. 132-51 Information Technology Professional Services

**FSC Classes and Category Codes**

FSC CLASS 7030 Information Technology software  
FPDS Code D301 IT Facility Operation and Maintenance  
FPDS Code D302 IT Systems Development Services  
FPDS Code D306 IT Systems Analysis Services  
FPDS Code D307 Automated Information Systems Design and Integration Services  
FPDS Code D308 Programming Services  
FPDS Code D310 IT Backup and Security Services  
FPDS Code D311 IT Data Conversion Services  
FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services  
FPDS Code D316 IT Network Management Services  
FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or  
Other Information Services (All other information services belong under  
Schedule 76)  
FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

**Contract Number: GS-35F-0673M**



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Special Item No. 132-32 Term Software Licenses  
Special Item No. 132-51 Information Technology Professional Services

**SIN 132-32 TERM SOFTWARE LICENSES**

**FSC CLASS 7030 - INFORMATION TECHNOLOGY SOFTWARE**

Large Scale Computers

- Operating System Software
- Application Software
- Electronic Commerce (EC) Software
- Utility Software
- Communications Software
- Core Financial Management Software
- Ancillary Financial Systems Software
- Special Physical, Visual, Speech, and Hearing Aid Software

Microcomputers

- Operating System Software
- Application Software
- Electronic Commerce (EC) Software
- Utility Software
- Communications Software
- Core Financial Management Software
- Ancillary Financial Systems Software
- Special Physical, Visual, Speech, and Hearing Aid Software

**Stellar OneView™** is a Web-based Integrated Project Management System designed for users to access, monitor, and control information for planning and budgeting the progress of the project. The system imports data through the custom interface program and reports to the user through the client's intranet. **OneView™** can generate various customized real time reports, including project, cost, earned value and schedule information reports.

**Stellar OneView™** is a valuable integrated tool kit built for generalist instead of specialist, from Project Coordinator, Administrator, Project Control Staff, Analyst, to Executive. It is a practical framework that offers the ability to seamlessly produce comprehensive reports based on data from multiple sources allowing key decision makers to view the information they need to make critical project decisions. This highly modularized system protects your existing investment and accelerates the realization of your ROI quicker and easier, while enhancing your systems usability and end user experience dramatically.

**Stellar OneView™** offers:

- Portfolio Management
  - Executive Dashboard
  - Key Performance Indicators (KPIs)
  - Management Report
- Project Management
  - Earned Value
  - Project Schedule
  - Cost Management
  - Document Management
  - Staff Planning

- Reports
- Capital/Budget Planning
- Integrated Procurement
- Online Invoicing
- Asset Management

#### **SIN 132-51 INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

- FPDS Code D301 IT Facility Operation and Maintenance
- FPDS Code D302 IT Systems Development Services
- FPDS Code D306 IT Systems Analysis Services
- FPDS Code D307 Automated Information Systems Design and Integration Services
- FPDS Code D308 Programming Services
- FPDS Code D310 IT Backup and Security Services
- FPDS Code D311 IT Data Conversion Services
- FPDS Code D313 Computer Aided Design/Computer Aided Manufacturing (CAD/CAM) Services
- FPDS Code D316 IT Network Management Services
- FPDS Code D317 Creation/Retrieval of IT Related Automated News Services, Data Services, or Other Information Services (All other information services belong under Schedule 76)
- FPDS Code D399 Other Information Technology Services, Not Elsewhere Classified

Stellar Services Inc. offers information technology in the above eleven general categories. Stellar specializes in the given services described according to the function titles, associated processes and procedures, and trade names of hardware and software systems. We have experience with the government agencies and have completed tasks in all of the listed functional areas. Please see **TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)** for **DESCRIPTION OF IT/EC SERVICES AND PRICING**.

**Note 1:** All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

**Note 2:** Offerors and Agencies are advised that the Group 70 – Information Technology Schedule is not to be used as a means to procure services which properly fall under the Brooks Act. These services include, but are not limited to, architectural, engineering, mapping, cartographic production, remote sensing, geographic information systems, and related services. FAR 36.6 distinguishes between mapping services of an A/E nature and mapping services which are not connected nor incidental to the traditionally accepted A/E Services.

**Note 3:** This solicitation is not intended to solicit for the reselling of IT Professional Services, except for the provision of implementation, maintenance, integration, or training services in direct support of a product. Under such circumstances the services must be performance by the publisher or manufacturer or one of their authorized agents.

Stellar Services Inc.  
70 W. 36<sup>th</sup> Street, Suite 702, New York, NY 10018  
212-432-2848  
[www.StellarServices.com](http://www.StellarServices.com)

Contract Number: **GS-35F-0673M**

Period Covered by Contract: **Aug 07, 2002 to Aug 04, 2022**

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification # 3, dated April 21, 2015.

**INFORMATION FOR ORDERING ACTIVITIES  
APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

**SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Acquisition Service. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Acquisition Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

**1. GEOGRAPHIC SCOPE OF CONTRACT:**

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

- ☐ The Geographic Scope of Contract will be domestic and overseas delivery.
- ☐ The Geographic Scope of Contract will be overseas delivery only.
- ☒ The Geographic Scope of Contract will be domestic delivery only.

**2. CONTRACTOR'S ORDERING ADDRESS AND PAYMENT INFORMATION:**

Stellar Services Inc.  
70 W. 36<sup>th</sup> Street, Suite 702, New York, NY 10018  
212-432-2848  
DUNS 08-373-9263

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will not be acceptable for payment above the micro-purchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice. The following telephone number can be used by ordering activities to obtain technical and/or ordering assistance: 212-432-2848

When Authorized Dealers are allowed by the Contractor to bill ordering activities and accept payment, the order and/or payment must be in the name of the Contractor, in care of the Authorized Dealer.

**3. LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

**4. STATIC DATA FOR GOVERNMENT ORDERING OFFICE COMPLETION OF STANDARD FORM 279:**

Block 9: G. Order/Modification under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 08-373-9263

Block 30: Type of Contractor - A

- A. Small Disadvantaged Business
- B. Other Small Business
- C. Large Business
- G. Other Nonprofit Organization
- L. Foreign Contractor

Block 31: Woman-Owned Small Business - NO

Block 36: Contractor's Taxpayer Identification Number (TIN): 11-318-9413

4a. CAGE Code: 1UT94

4b. Contractor has registered with the Central Contractor Registration Database.

**5. FOB DESTINATION**

**6. DELIVERY SCHEDULE**

a. TIME OF DELIVERY: The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
<u>132-32</u>	Upon Agreement between Stellar and ordering activity
<u>132-51</u>	Upon Agreement between Stellar and ordering activity

b. URGENT REQUIREMENTS: When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

**7. DISCOUNTS:** Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: 1% - 15 days from receipt of invoice or date of acceptance, whichever is later.
- b. Quantity
- c. Dollar Volume
- d. Government Educational Institutions
- e. Other

**8. TRADE AGREEMENTS ACT OF 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

**9. STATEMENT CONCERNING AVAILABILITY OF EXPORT PACKING:**

No Export Packing.

**10. Small Requirements:** The minimum dollar value of orders to be issued is \$100.00

**11. MAXIMUM ORDER (All dollar amounts are exclusive of any discount for prompt payment.)**

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:  
Special Item Number 132-32 - Term Software Licenses  
Special Item Number 132-51 - Information Technology (IT) Professional Services

**12. ORDERING PROCEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS REQUIREMENTS:** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS PUBS):** Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Acquisition Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

**14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)**

(a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

(b) Travel: The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

(c) Certifications, Licenses and Accreditations: As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.

(d) Insurance: As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.

(e) Personnel: The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.

(f) Organizational Conflicts of Interest: Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.

(g) Documentation/Standards: The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.

(h) Data/Deliverable Requirements: Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.

(i) Government-Furnished Property: As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.

(j) Availability of Funds: Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

**15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

#### **16. GSA ADVANTAGE!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.

Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.fss.gsa.gov/>.

#### **17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));

- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;



(3) The items are clearly labeled on the order as items not on the Federal Supply Schedule;  
and

(4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

**18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

(1) Time of delivery/installation quotations for individual orders;

(2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.

(3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

**19. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

None

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Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

**20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

**21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

**22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall received less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies. The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon

wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

**23. SECTION 508 COMPLIANCE**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

[www.stellar4.com](http://www.stellar4.com) and [www.section508.gov](http://www.section508.gov)

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

**24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

- (a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and
- (b) The following statement:  
This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

**25. INSURANCE – WORK ON A GOVERNMENT INSTALLATION (JAN 1997) (FAR 52.228-5)**

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
  - (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**26. SOFTWARE INTEROPERABILITY**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

**27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

## **TERMS AND CONDITIONS APPLICABLE TO TERM SOFTWARE LICENSES (SPECIAL ITEM NUMBER 132-32)**

### **1. INSPECTION/ACCEPTANCE**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any software that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming software at no increase in contract price. The ordering activity must exercise its postacceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the software, unless the change is due to the defect in the software.

### **2. GUARANTEE/WARRANTY**

- a. Unless specified otherwise in this contract, the Contractor's standard commercial guarantee/warranty as stated in the contract's commercial pricelist will apply to this contract.
- b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.
- c. Limitation of Liability. Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

### **3. TECHNICAL SERVICES**

The Contractor, without additional charge to the ordering activity, shall provide a hot line technical support number 212-432-2848 for the purpose of providing user assistance and guidance in the implementation of the software. The technical support number is available from Monday to Friday 9:00am to 6:00pm Eastern Time.

### **4. SOFTWARE MAINTENANCE**

- a. Software maintenance service shall include the following:  
Normal application support, trouble shooting, remote application help desk and telephone support. Help desk support includes a technical support call line from 7:00am MST to 5:00pm MST; E-mail contact with 24 hour response; and number assigned for each help desk support call. Repairs minor bugs to the existing operating system and system patches.
- b. Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

### **5. PERIODS OF TERM LICENSES (132-32) AND MAINTENANCE (132-34)**

- a. The Contractor shall honor orders for periods for the duration of the contract period or a lessor period of time.
- b. Term licenses and/or maintenance may be discontinued by the ordering activity on thirty (30) calendar day's written notice to the Contractor.
- c. Annual Funding. When annually appropriated funds are cited on an order for term licenses and/or maintenance, the period of the term licenses and/or maintenance shall automatically expire on September 30 of the contract period, or at the end of the contract period, whichever occurs first. Renewal of the term licenses and/or maintenance orders citing the new appropriation shall be required, if the term licenses and/or maintenance is to be continued during any remainder of the contract period.
- d. Cross-Year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month (fiscal year) period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.
- e. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of an order, if the term licenses and/or maintenance is to be terminated at that time. Orders for the continuation of term licenses and/or maintenance will be required if the term licenses and/or maintenance is to be continued during the subsequent period.

## **6. CONVERSION FROM TERM LICENSE TO PERPETUAL LICENSE**

- a. The ordering activity may convert term licenses to perpetual licenses for any or all software at any time following acceptance of software. At the request of the ordering activity the Contractor shall furnish, within ten (10) calendar days, for each software product that is contemplated for conversion, the total amount of conversion credits which have accrued while the software was on a term license and the date of the last update or enhancement.
- b. Conversion credits which are provided shall, within the limits specified, continue to accrue from one contract period to the next, provided the software remains on a term license within the ordering activity.
- c. The term license for each software product shall be discontinued on the day immediately preceding the effective date of conversion from a term license to a perpetual license.
- d. The price the ordering activity shall pay will be the perpetual license price that prevailed at the time such software was initially ordered under a term license, or the perpetual license price prevailing at the time of conversion from a term license to a perpetual license, whichever is the less, minus an amount equal to \_\_\_\_\_% of all term license payments during the period that the software was under a term license within the ordering activity.

## **7. TERM LICENSE CESSATION**

- a. After a software product has been on a continuous term license for a period of \_\_\_\_\_ \* months, a fully paid-up, non-exclusive, perpetual license for the software product shall automatically accrue to the ordering activity. The period of continuous term license for automatic accrual of a fully paid-up perpetual license does not have to be achieved during a particular fiscal year; it is a written Contractor commitment which continues to be available for software that is initially ordered under this contract, until a fully paid-up perpetual license accrues to the ordering activity. However, should the term license of the software be discontinued before the specified period of the continuous term license has been satisfied, the perpetual license accrual shall be forfeited.

<b>TERM</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
<b>SIN 132-32</b>		
Term Software License Fee - <b>Stellar OneView™</b> Executive Dashboard		
Effective Date through first anniversary effective date (Year 1)	\$ 78,000	\$ 78,000
First anniversary of effective date through second anniversary effective date (Year 2)	\$ 130/ Authorized User	\$ 130/ Authorized User
Second anniversary effective date and onwards	\$ 130/ Authorized User	\$ 130/ Authorized User

- b. The Contractor agrees to provide updates and maintenance service for the software after a perpetual license has accrued, at the prices and terms of Special Item Number 132-34, if the licensee elects to order such services. Title to the software shall remain with the Contractor.

## **8. UTILIZATION LIMITATIONS - (132-32, 132-33, AND 132-34)**

- a. Software acquisition is limited to commercial computer software defined in FAR Part 2.101.
- b. When acquired by the ordering activity, commercial computer software and related documentation so legend shall be subject to the following:
- (1) Title to and ownership of the software and documentation shall remain with the Contractor, unless otherwise specified.
  - (2) Software licenses are by site and by ordering activity. An ordering activity is defined as a cabinet level or independent ordering activity. The software may be used by any subdivision of the ordering activity (service, bureau, division, command, etc.) that has access to the site the software is placed at, even if the subdivision did not participate in the acquisition of the software. Further, the software may be used on a sharing basis where multiple agencies have joint projects that can be satisfied by the use of the software placed at one ordering activity's site. This would allow other agencies access to one ordering activity's database. For ordering activity public domain databases, user agencies and third parties may use the computer program to enter, retrieve, analyze and present data. The user ordering activity will take appropriate action by instruction, agreement, or otherwise,

to protect the Contractor's proprietary property with any third parties that are permitted access to the computer programs and documentation in connection with the user ordering activity's permitted use of the computer programs and documentation. For purposes of this section, all such permitted third parties shall be deemed agents of the user ordering activity.

(3) Except as is provided in paragraph 8.b(2) above, the ordering activity shall not provide or otherwise make available the software or documentation, or any portion thereof, in any form, to any third party without the prior written approval of the Contractor. Third parties do not include prime Contractors, subcontractors and agents of the ordering activity who have the ordering activity's permission to use the licensed software and documentation at the facility, and who have agreed to use the licensed software and documentation only in accordance with these restrictions. This provision does not limit the right of the ordering activity to use software, documentation, or information therein, which the ordering activity may already have or obtains without restrictions.

(4) The ordering activity shall have the right to use the computer software and documentation with the computer for which it is acquired at any other facility to which that computer may be transferred, or in cases of disaster recovery, the ordering activity has the right to transfer the software to another site if the ordering activity site for which it is acquired is deemed to be unsafe for ordering activity personnel; to use the computer software and documentation with a backup computer when the primary computer is inoperative; to copy computer programs for safekeeping (archives) or backup purposes; to transfer a copy of the software to another site for purposes of benchmarking new hardware and/or software; and to modify the software and documentation or combine it with other software, provided that the unmodified portions shall remain subject to these restrictions.

(5) "Commercial Computer Software" may be marked with the Contractor's standard commercial restricted rights legend, but the schedule contract and schedule pricelist, including this clause, "Utilization Limitations" are the only governing terms and conditions, and shall take precedence and supersede any different or additional terms and conditions included in the standard commercial legend.

## **9. SOFTWARE CONVERSIONS - (132-32 AND 132-33)**

Full monetary credit will be allowed to the ordering activity when conversion from one version of the software to another is made as the result of a change in operating system, or from one computer system to another. Under a perpetual license (132-33), the purchase price of the new software shall be reduced by the amount that was paid to purchase the earlier version. Under a term license (132-32), conversion credits which accrued while the earlier version was under a term license shall carry forward and remain available as conversion credits which may be applied towards the perpetual license price of the new version.

## **10. DESCRIPTIONS AND EQUIPMENT COMPATIBILITY**

Description of Software:

**Stellar OneView™** is a Web-based Integrated Project Management System designed for users to access, monitor, and control information for planning and budgeting the progress of the project. The system imports data through the custom interface program and reports to the user through the client's intranet. **OneView™** can generate various customized real time reports, including project, cost, earned value and schedule information reports.

**Stellar OneView™** is a valuable integrated tool kit built for generalist instead of specialist, from Project Coordinator, Administrator, Project Control Staff, Analyst, to Executive. It is a practical framework that offers the ability to seamlessly produce comprehensive reports based on data from multiple sources allowing key decision makers to view the information they need to make critical project decisions. This highly modularized system protects your existing investment and accelerates the realization of your ROI quicker and easier, while enhancing your systems usability and end user experience dramatically.

## **11. RIGHT-TO-COPY PRICING**

The Contractor shall insert the discounted pricing for right-to-copy licenses.

None.

**GSA Rate-Price Schedule for GS-35F-0673M SIN 132-32**  
(February 1, 2009)

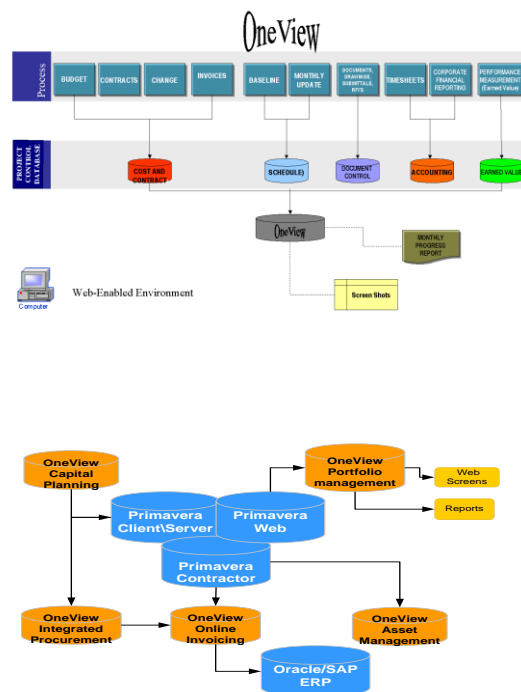
Term Software License – <b>Stellar OneView™</b> Executive Dashboard	GSA Price
Effective Date through first anniversary effective date (Year 1)	\$78,000
First anniversary of effective date through second anniversary effective date (Year 2)	\$ 130/ Authorized User
Second/future anniversary effective date (Yearly)	\$ 130/ Authorized User

**Stellar OneView™** is a Web-based Integrated Project Management System designed for users to access, monitor, and control information for planning and budgeting the progress of the project. The system imports data through the custom interface program and reports to the user through the client s intranet. **OneView™** can generate various customized real time reports, including project, cost, earned value and schedule information reports.

**Stellar OneView™** is a valuable integrated tool kit built for generalist instead of specialist, from Project Coordinator, Administrator, Project Control Staff, Analyst, to Executive. It is a practical framework that offers the ability to seamlessly produce comprehensive reports based on data from multiple sources allowing key decision makers to view the information they need to make critical project decisions. This highly modularized system protects your existing investment and accelerates the realization of your ROI quicker and easier, while enhancing your systems usability and end user experience dramatically.

**Stellar OneView™** offers:

- Portfolio Management
  - Executive Dashboard
  - Key Performance Indicators (KPIs)
  - Management Report
- Project Management
  - Earned Value
  - Project Schedule
  - Cost Management
  - Document Management
  - Staff Planning
  - Reports
- Capital/Budget Planning
- Integrated Procurement
- Online Invoicing
- Asset Management



**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES (SPECIAL ITEM NUMBER 132-51)**

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services and Special Item Number 132-52 Electronic Commerce Services apply exclusively to IT/EC Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.
- d. Any Contractor travel required in the performance of IT/EC Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

**5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)**

- (a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either:
  - (1) Cancel the stop-work order; or

- (2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.
- (b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-
- (1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and
  - (2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.
- (c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.
- (d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

## **6. INSPECTION OF SERVICES**

The Inspection of Services–Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection–Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

## **7. RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

## **8. RESPONSIBILITIES OF THE ORDERING ACTIVITY**

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT/EC Services.

## **9. INDEPENDENT CONTRACTOR**

All IT/EC Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## **10. ORGANIZATIONAL CONFLICTS OF INTEREST**

### **a. Definitions.**

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders



placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

#### **11. INVOICES**

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

#### **12. PAYMENTS**

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract. 52.216-31(Feb 2007) Time-and-Materials/Labor-Hour Proposal Requirements—Commercial Item Acquisition As prescribed in 16.601(e) (3), insert the following provision:

(a) The Government contemplates award of a Time-and-Materials or Labor-Hour type of contract resulting from this solicitation.

(b) The offeror must specify fixed hourly rates in its offer that include wages, overhead, general and administrative expenses, and profit. The offeror must specify whether the fixed hourly rate for each labor category applies to labor performed by—

- (1) The offeror;
- (2) Subcontractors; and/or
- (3) Divisions, subsidiaries, or affiliates of the offeror under a common control.

#### **13. RESUMES**

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

#### **14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

#### **15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

#### **16. DESCRIPTION OF IT/EC SERVICES AND PRICING**

##### **I. Commercial Job Title: Project Manager V**

Minimum/General Experience: Thirteen years of experience in Information Technology including eight+ years managing medium to large scaled projects comprised of sub-projects and distinct deliverables; typically contract projects, funds and resource. He/She demonstrates a high level of analytical skills in solving complex technical, administrative and managerial problems. He/She is the focal point of contact for issuing entity regarding project status, meetings, reporting requirements, scope changes/extensions, financial administrative, technical issues and concerns raised by consultant staff or issuing entity. Heads in system evaluation, analysis, proposal, planning, budgeting, quality control, management as well as technical review for the whole life cycle of various projects. Manages, designs and implements programming systems, excellent interpersonal skill and have ability to develop good client relations.

Functional Responsibility: Responsible for all respects of the project (i.e. technical, contractual, administrative and financial). Represents the company and have constant interaction with customer ensuring their satisfaction and of the contractual obligations. Monitors the progress of projects on-site and off-site

Minimum Education: Master degree in computer science, engineering, mathematics, business, management, or equivalent.

II. Commercial Job Title: **Project Manager IV**

Minimum/General Experience: Minimum of 10 years of experience including three years managing substantial contract projects, funds, and resources. He/She usually handles medium scaled projects comprised of sub-projects and distinct deliverables; typically coordinates and delegates the assignments for the consultant project staff. He/She demonstrates a high level of analytical skills in solving complex technical, administrative and managerial problems. Display excellent interpersonal skill and have ability to develop good client relations.

Functional Responsibility: Responsible for all respects of the project (i.e. technical, contractual, administrative and financial). He/She is responsible on decision making and recommendations of any related activities of the clients. Maintains technical and financial reports to show progress of projects to company management and the customer; organizes all project work and assigns responsibilities to subordinates; provides quality assurance for all project activity; and oversees the successful completion of all tasks.

Minimum Education: Master degree in computer science, engineering, mathematics, business, management, or equivalent.

III. Commercial Job Title: **Project Manager III**

Minimum/General Experience: Minimum of 7 years of experience in overseeing small scaled, non-complex projects comprised of a small number of deliverables and/or a small number of phases; typically coordinates and delegates the assignments for the consultant project staff. He/She demonstrates a high level of analytical skills in solving complex technical, administrative and managerial problems. Supervises network design and implementation. Display excellent interpersonal skill and have ability to develop good client relations.

Functional Responsibility: Responsible for all respects of the project (i.e. technical, contractual, administrative and financial). Represents the company and have constant interaction with customer ensuring their satisfaction and of the contractual obligations. Maintains technical and financial reports to show progress of projects to company management and the customer. Organizes all project work and assigns responsibilities to subordinates; provides quality assurance for all project activity; and oversees the successful completion of all tasks. He/She must demonstrate a capacity of anticipating and solving unprecedented system technical problem.

Minimum Education: Master degree in computer science, engineering, mathematics, business, management, or equivalent.

IV. Commercial Job Title: **Project Manager II**

Minimum/General Experience: Four to Seven years of experience including three years managerial project teams or work groups. Head, design and implement t WAN, systems management and software deployment planning, user policy and network security management and technical or administrative skill, and excellent interpersonal skills.

Functional Responsibility: Responsible for all respects of the project (i.e. technical, contractual, administrative and financial). Represents the company and have constant interaction with customer ensuring their satisfaction and of the contractual obligations. Maintains technical and financial reports to show progress of projects to company management and the customer. Organizes all project work and assigns responsibilities to subordinates; provides quality assurance for all project activity; and oversees the successful completion of all tasks. He/She must demonstrate a capacity of anticipating and solving unprecedented system technical problem.

Minimum Education: Master degree in computer science, engineering, mathematics, business, management, or equivalent.

V. Commercial Job Title: **Project Manager I**

Minimum/General Experience: Two to Four years of experience including one year managerial project teams or work groups. Demonstrates management and technical or administrative skills, and excellent interpersonal skills.

Functional Responsibility: Responsible for all respects of the project (i.e. technical, contractual, administrative and financial). Represents the company and have constant interaction with customer ensuring their satisfaction and of the contractual obligations. Maintains technical and financial reports to show progress of projects to company management and the customer. Organizes all project work and assigns responsibilities to subordinates; provides quality assurance for all project activity; and oversees the successful completion of all tasks.

Minimum Education: Bachelor's in computer science, engineering, mathematics, business, management, or equivalent.

VI. Commercial Job Title: **Senior Systems Programmer II**

Minimum/General Experience: Minimum of twelve years of experience with writing application software, data analysis, data access, data structures, data manipulation, databases, programming, testing and implementation, technical and user documentation, software conversions; environments include but are not limited to mainframe, mid-range, personal computers, laptop; available to assist and/or lead in the design of program specifications and the implementation of software solutions. Knowledge of contemporary mainframe and personal computer systems, application structures, and programming languages. Demonstrated analytical ability, productivity, technical writing ability, and excellent interpersonal skills.

Functional Responsibility: Analyzes, designs, codes, and documents complex applications for computers and related equipment appropriate. Performs technical tasks using both standard and nonstandard analysis, design, and programming methods and techniques. Determined customer requirements and analyzes problems in terms of user requirements, input data and form, output data form, available computer configuration, processing turnaround requirements, input and output checking, and overall problem schedule requirements. Provides advice on system design and configurations, procedural and technical aspects of automated records, hardware acquisition, and maintenance. Codes and debugs, develops chart displays and image processors. Implements file uploads and coding. Writes technical documentation and training materials.

Minimum Education: Master's degree in computer science, engineering, mathematics, or equivalent.

VII. Commercial Job Title: **Senior Systems Programmer I**

Minimum/General Experience: Minimum of ten years of experience with writing application software, data analysis, data access, data structures, data manipulation, databases, programming, testing and implementation, technical and user documentation, software conversions; environments include but are not limited to mainframe, mid-range, personal computers, laptop; available to assist and/or lead in the design of program specifications and the implementation of software solutions. Knowledge of contemporary mainframe and personal computer systems, application structures, and programming languages. Demonstrated analytical ability, productivity, technical writing ability, and excellent interpersonal skills.

Functional Responsibility: Analyzes, designs, codes, and documents complex applications for computers and related equipment appropriate. Performs technical tasks using both standard and nonstandard analysis, design, and programming methods and techniques. Determined customer requirements and analyzes problems in terms of user requirements, input data and form, output data form, available computer configuration, processing turnaround requirements, input and output checking, and overall problem schedule requirements. Provides advice on system design and configurations, procedural and technical aspects of automated records, hardware acquisition, and maintenance. Codes and debugs, develops chart displays and image processors. Implements file uploads and coding. Writes technical documentation and training materials.

Minimum Education: Master's degree in computer science, engineering, mathematics, or equivalent.

VIII. Commercial Job Title: **Senior Programmer IV**

Minimum/General Experience: Minimum of eight years of experience with writing application software, data analysis, data access, data structures, data manipulation, databases, programming, testing and implementation, technical and user documentation, software conversions; environments include but are not limited to mainframe, mid-range, personal computers, laptop; available to assist and/or lead in the design of program specifications and the implementation of software solutions. Knowledge of contemporary mainframe and personal computer systems, application structures, and programming languages. Demonstrated analytical ability, productivity, technical writing ability, and excellent interpersonal skills.

Functional Responsibility: Analyzes, designs, codes, and documents complex applications for computers and related equipment appropriate. Performs technical tasks using both standard and nonstandard analysis, design, and programming methods and techniques. Determined customer requirements and analyzes problems in terms of user requirements, input data and form, output data form, available computer configuration, processing turnaround requirements, input and output checking, and overall problem schedule requirements. Provides advice on system design and configurations, procedural and technical aspects of automated records, hardware acquisition, and maintenance. Codes and debugs, develops chart displays and image processors. Implements file uploads and coding. Writes technical documentation and training materials.

Minimum Education: Master's degree in computer science, engineering, mathematics, or equivalent.

#### IX. Commercial Job Title: **Senior Programmer III**

Minimum/General Experience: Minimum of six years of experience with writing application software, data analysis, data access, data structures, data manipulation, databases, programming, testing and implementation, technical and user documentation, software conversions; environments include but are not limited to mainframe, mid-range, personal computers, laptop; available to assist and/or lead in the design of program specifications and the implementation of software solutions. Knowledge of contemporary mainframe and personal computer systems, application structures, and programming languages. Demonstrated analytical ability, productivity, technical writing ability, and excellent interpersonal skills.

Functional Responsibility: Analyzes, designs, codes, and documents complex applications for computers and related equipment appropriate. Performs technical tasks using both standard and nonstandard analysis, design, and programming methods and techniques. Determined customer requirements and analyzes problems in terms of user requirements, input data and form, output data form, available computer configuration, processing turnaround requirements, input and output checking, and overall problem schedule requirements. Provides advice on system design and configurations, procedural and technical aspects of automated records, hardware acquisition, and maintenance. Codes and debugs, develops chart displays and image processors. Implements file uploads and coding. Writes technical documentation and training materials.

Minimum Education: Master's degree in computer science, engineering, mathematics, or equivalent.

#### X. Commercial Job Title: **Senior Programmer II**

Minimum/General Experience: Minimum of four years of experience with writing application software, data analysis, data access, data structures, data manipulation, databases, programming, testing and implementation, technical and user documentation, software conversions; environments include but are not limited to mainframe, mid-range, personal computers, laptop; available to assist and/or lead in the design of program specifications and the implementation of software solutions. Knowledge of contemporary mainframe and personal computer systems, application structures, and programming languages. Demonstrated analytical ability, productivity, technical writing ability, and excellent interpersonal skills.

Functional Responsibility: Analyzes, designs, codes, and documents complex applications for computers and related equipment appropriate. Performs technical tasks using both standard and nonstandard analysis, design, and programming methods and techniques. Determined customer requirements and analyzes problems in terms of user requirements, input data and form, output data form, available computer configuration, processing turnaround requirements, input and output checking, and overall problem schedule

requirements. Provides advice on system design and configurations, procedural and technical aspects of automated records, hardware acquisition, and maintenance. Codes and debugs, develops chart displays and image processors. Implements file uploads and coding. Writes technical documentation and training materials.

Minimum Education: Master's degree in computer science, engineering, mathematics, or equivalent.

XI. Commercial Job Title: **Senior Programmer I**

Minimum/General Experience: Minimum of three year experience with writing application software, data analysis, data access, data structures, data manipulation, databases, programming, testing and implementation, technical and user documentation, software conversions; environments include but are not limited to mainframe, mid-range, personal computers, laptop; available to assist and/or lead in the design of program specifications and the implementation of software solutions. Knowledge of contemporary mainframe and personal computer systems, application structures, and programming languages.

Functional Responsibility: Analyzes, designs, codes, and documents complex applications for computers and related equipment appropriate. Performs technical tasks using both standard and nonstandard analysis, design, and programming methods and techniques. Determined customer requirements and analyzes problems in terms of user requirements, input data and form, output data form, available computer configuration, processing turnaround requirements, input and output checking, and overall problem schedule requirements. Provides advice on system design and configurations, procedural and technical aspects of automated records, hardware acquisition, and maintenance. Codes and debugs, develops chart displays and image processors. Implements file uploads and coding. Writes technical documentation and training materials.

Minimum Education: Bachelor's degree in computer science, engineering, mathematics, or equivalent.

XII. Commercial Job Title: **Programmer III**

Minimum/General Experience: Three to five years of experience performing routine design, coding, and documentation of programs. Knowledge of contemporary personal computer operation systems, application structures, and programming languages. Technical expertise includes systems analysis and developmental tools, system requirement evaluation, network system configuration, relational database system management, object oriented analysis and development technology and programming languages.

Functional Responsibility: Under supervision, performs technical tasks using standard and nonstandard analysis, design, and programming methods and techniques. Analyzes problems in terms of user requirements, input data and form, output data and form, develops coding-level flow charts and associated descriptive text from general program statements, and code-assigned segments of a program using machine and/or program languages. Assists in developing test routines and data. Test codes and assists in the evaluation of the total program, documenting, in standard technology, all procedures used. Provides theoretical analysis, where required, to assist in solving problems efficiently.

Minimum Education: Bachelor's degree in computer science, engineering, mathematics, or equivalent.

XIII. Commercial Job Title: **Programmer II**

Minimum/General Experience: One to three years of experience performing routine design, coding, and documentation of programs. Knowledge of contemporary personal computer operation systems, application structures, and programming languages. Technical expertise includes systems analysis and developmental tools, system requirement evaluation, network system configuration, relational database system management, object oriented analysis and development technology and programming languages.

Functional Responsibility: Under supervision, performs technical tasks using standard and nonstandard analysis, design, and programming methods and techniques. Analyzes problems in terms of user requirements, input data and form, output data and form, develops coding-level flow charts and associated descriptive text from general program statements, and code-assigned segments of a program using machine

and/or program languages. Assists in developing test routines and data. Test codes and assists in the evaluation of the total program, documenting, in standard technology, all procedures used. Provides theoretical analysis, where required, to assist in solving problems efficiently.

Minimum Education: Bachelor's degree in computer science, engineering, mathematics, or equivalent.

XIV. Commercial Job Title: **Programmer I**

Minimum/General Experience: Ability to perform routine design, coding, and documentation of programs. Knowledge of contemporary personal computer operation systems, application structures, and programming languages. Understands systems analysis and developmental tools, system requirement evaluation, network system configuration, relational database system management, object oriented analysis and development technology and programming languages.

Functional Responsibility: Under supervision, performs technical tasks using standard and nonstandard analysis, design, and programming methods and techniques. Analyzes problems in terms of user requirements, input data and form, output data and form, develops coding-level flow charts and associated descriptive text from general program statements, and code-assigned segments of a program using machine and/or program languages. Assists in developing test routines and data. Test codes and assists in the evaluation of the total program, documenting, in standard technology, all procedures used. Provides theoretical analysis, where required, to assist in solving problems efficiently.

Minimum Education: Bachelor's degree in computer science, engineering, mathematics, or equivalent.

XV. Commercial Job Title: **Network Specialist**

Minimum/General Experience: More than seven years of experience in the field of IT with NT, Novell, DOS, Windows. Experience with Routers, DSL modem, hardware base Firewalls. Experience in network design, installation, connectivity, maintenance, and interface with computer systems, software, peripherals, and telecommunication equipment. Knowledgeable of complex network platforms, operating systems, topologies, and protocols. Have various projects involving TCP/IP, Port address translation (PAT), Network address translation (NTA), Access rule setup, and DMZ setup. Expert in RAID 5, mirroring, Backup Exec, SQL Server Agent, Exchange Server Agent, Brick level backup to restore individual boxes. Demonstrates analytical ability, productivity, technical ability, and excellent interpersonal skills.

Functional Responsibility: Responsible for the development, design, implementation and maintenance of local area, wide area, and intra networks, including hardware and software systems required to support facility operations. Establishes related practices and standards to conform to the customer's overall information systems policies, goals, and procedures. Studies and projects resource requirements, including personnel, software, equipment, and facilities; makes recommendation to management. Maintains currency in new developments and technology. Provides for training of customer staff and end users.

Minimum Education: Bachelor's degree in computer science, engineering, mathematics, or equivalent.

XVI. Commercial Job Title: **Network Administrator**

Minimum/General Experience: More than two years of experience in the field of IT with NT, Novell, DOS, Windows. Experience with Routers, DSL modem, hardware base Firewalls. Experience in network design, installation, connectivity, maintenance, and interface with computer systems, software, peripherals, and telecommunication equipment. Knowledgeable of complex network platforms, operating systems, topologies, and protocols. Have various projects involving TCP/IP s, Port address translation (PAT), Network address translation (NTA), Access rule setup, and DMZ setup. Expert in RAID 5, mirroring, Backup Exec, SQL Server Agent, Exchange Server Agent, Brick level backup to restore individual boxes. Demonstrates analytical ability, productivity, technical ability, and excellent interpersonal skills.

Functional Responsibility: Responsible for daily operational availability of networked hardware and software systems required to support customer operations. Directs and oversees scheduled testing and review of hardware and software to ensure potential problems are identified at the earliest point possible, ensures adjustments and/or repairs of hardware problems are accomplished as the need is detected, and ensure

programming adjustments are implemented. Recommends appropriate corrective action for complex problems and ensures documentation is prepared for all hardware and software systems adjustments and/or modifications. Prepares reports and analysis of operations, as required. Ensures security procedures are implemented and enforced.

Minimum Education: Bachelor's degree in computer science, engineering, mathematics, or equivalent.

XVII. Commercial Job Title: **Equipment Specialist**

Minimum/General Experience: One to three years of experience installing, operating, testing, and maintaining computer and/or communication hardware.

Functional Responsibility: Installs, operates, tests and maintains computer and telecommunications hardware components and related equipment. Assists users who experience problems with PCs, printers, or other IT equipment. Liaisons with vendor maintenance personnel. Creates and maintains an equipment inventory. Works independently without technical supervision.

Minimum Education: Formal training in equipment maintenance and one year relevant experience.

XVIII. Commercial Job Title: **Application Systems Analyst**

Minimum/General Experience: Have more than five years of experience in the development of data processing techniques, procedures, and standards; and in analysis of system inputs and outputs for improving their accuracy, suitability, and quality. Have working knowledge of relational databases and client-server concepts. Demonstrated analytical ability, productivity, technical ability, and excellent interpersonal skills.

Functional Responsibility: Reviews, analyzes, and modifies programming services including encoding, testing, debugging, and installing to support an organization's application systems. Consults with users to identify current operating procedures and to clarify program objectives. May write documentation to describe program development, logic, coding, and corrections. Relies on experience and judgment to plan and accomplish goals. Performs variety of complicated tasks. May lead and direct the work of others. Wide degree of creativity and latitude.

Minimum Education: Bachelor's degree in computer science, engineering, mathematics, or equivalent.

XIX. Commercial Job Title: **Database Administrator**

Minimum/General Experience: Two to four year experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Demonstrated analytical ability, productivity, technical ability, and excellent interpersonal skills.

Functional Responsibility: Administers, maintains, develops and implements policies and procedures for ensuring the security and integrity of the company database. Implements data models and database designs, data access and table maintenance codes; resolves database performance issues, database capacity issues, replication, and other distributed data issues. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project manager.

Minimum Education: Bachelor's degree in computer science, engineering, mathematics, or equivalent.

XX. Commercial Job Title: **Business Systems Analyst**

Minimum/General Experience: Two to four year experience in the field or in a related area. Familiar with relational database concepts, and client-server concepts.

Functional Responsibility: Reviews, analyzes, and evaluates business systems and user needs. Formulates systems to parallel overall business strategies. Writes detailed description of user needs, program functions, and steps required to develop or modify computer programs. May lead and direct the work of others.

Minimum Education: Bachelor's degree in computer science, engineering, mathematics, or equivalent.

**XXI. Commercial Job Title: Senior Systems Analyst**

**Minimum/General Experience:** A minimum of four years of experience quantitatively and qualitatively analyzing programs, processes, procedures, and data. Demonstrated analytical ability, technical understanding, productivity, writing ability and excellent interpersonal skills.

**Functional Responsibility:** Responsible for the analysis of programmatic policies, procedures, processes, and functions. Creates and administers project information. Utilizes computer aids such as spreadsheets, automated accounting systems, word processing, and graphics programs to documents and display information analysis, presentation and retention.

**Minimum Education:** Master's degree in computer science, engineering, mathematics, or equivalent.

**XXII. Commercial Job Title: Analyst**

**Minimum/General Experience:** A minimum of two years of experience quantitatively and qualitatively analyzing programs, processes, procedures, and data. Demonstrated analytical ability, technical understanding, productivity, writing ability and excellent interpersonal skills.

**Functional Responsibility:** Under the direction of the project manager, performs analysis of programmatic policies, procedures, processes, and functions. Creates and administers project information. Utilizes computer aids such as spreadsheets, automated accounting systems, word processing, and graphics programs to documents and display information analysis, presentation and retention.

**Minimum Education:** Bachelor's degree in computer science, engineering, mathematics, or equivalent.

**XXIII. Commercial Job Title: Graphic Artist**

**Minimum/General Experience:** One year experience with desktop publishing or Internet – site design. Knowledge of contemporary graphic design and multimedia applications.

**Functional Responsibility:** Analyzes graphics requests to determine requirements, and provides advice regarding appropriate and economical alternatives to fulfill the requirements. Plans and conceives methods of approach; generates routine graphics using computer-aided graphic techniques; design templates for use by staff to produce company; prepares camera-ready layouts; maintains proficiency in graphics tools utilization; and participates in the design and creation of displays, exhibits, and web-sites.

**Minimum Education:** Formal training in art, graphic design, or equivalent, including computerized graphical design applications and multimedia capabilities.

**XXIV. Commercial Job Title: Security Specialist**

**Minimum/General Experience:** Four to eight years of active PC/LAN/WAN experience. Three years active Security experience with Firewalls, Proxy Servers and Router. Three years active Unix, Novell and other Security administration experience, could have an NT security administration background. Experience managing complex Security projects from concepts to implementation and fluency in security architectural design and implementation. Strong familiarity with: VPN's; IDS (intrusion detection systems); and network penetration and monitoring tools. Other experience are Windows2000, Windows XP, Unix, Sun Solaris 2.6, Checkpoint FW-1 4.1, Stonebeat V2.1, e-Border socks proxy, SSH, CISCO routers, Pix firewall, IBM mainframes programming in several languages, such as COBOL, PL/1, Assembler, and REXX .

Knowledge of encryption and the use of PKI; and familiarity with the implementation and operation of a secure process for remote log-on.

**Functional Responsibility:** Provide enterprise-wide secure connectivity solutions and implementing global distributed security solutions. Establish security standards for internetworking, advises on security concerns regarding distributed applications, and ensures that networking designs meet the firm's security standards and governance. Provided hands-on management of rulebases for proxies and firewalls. Excellent communication and people skills. Strong analysis and debugging skills.



Minimum Education: Bachelor's degree in computer science, engineering, mathematics, or equivalent.

XXV. Commercial Job Title: **Document Specialist**

Minimum/General Experience: Two to five years of experience working with document control systems or preparing technical documentation.

Functional Responsibility: Prepares and/or maintains documentation pertaining to programming, systems operations and user documentation. Translates business specifications into user documentation. Plans, writes, and maintains systems and user support documentation efforts, including online help screen.

Minimum Education: Associate's degree, or three years of specialized experience

XXVI. Commercial Job Title: **Technical Writer**

Minimum/General Experience: One to three years of experience performing technical writing, research, and editing functions to prepare briefings, manuals, and other text documents. Knowledge of contemporary word processing and publishing applications.

Functional Responsibility: Writes and/or edits technical documents, include business proposals, reports, manuals, briefings and presentation guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents to ensure accuracy and quality to content, organization, language, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; management; and ensures that final documents meet applicable contract requirements and regulations. Research and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and clients and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables.

Minimum Education: Bachelor's degree or equivalent.

XXVII. Commercial Job Title: **Specialist**

Minimum/General Experience: Minimum of four years of experience in a particular technical and/or business application. Typically is coordinates and advises consultants and project staff. Excellent experience with the specialized field good background and foundation on the workflow of the project.

Functional Responsibility: In the supervisory capacity responsible for (a) the specialized activities of the project, (b) all solving and/or decision making including problem with extreme difficulty and marked importance to the clients. Directs, plans, assigns, and coordinates projects. Performs supervisory work with the activities of the project and the project managers. As Individual consultant and researcher who guides and solve problems that are exceptionally difficult and/or great importance. Performs advisory and consulting work for the organization as a recognized authority for all areas.

Minimum Education: Master's degree in computer science, engineering, mathematics, or equivalent.

XXVIII Commercial Job Title: **Network Engineer IV**

Minimum/General Experience: ten years of experience in protocol analysis, communication network system design and architect, and knowledge of communication protocols (i.e. TCP/IP, X.25, X.400, X.500).

Functional Responsibility: Applies complex networking concepts in the analysis, study, and design of data networks. Lead to analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Diagnoses and remediates problems; plans installations, transitions, and cutovers of network components and capabilities. Review existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies.

Minimum Education: Bachelor's degree in computer science, engineering, mathematics, or equivalent.

XXIX Commercial Job Title: **Network Engineer III**

Minimum/General Experience: Seven years of experience in protocol analysis, communication network system design and maintenance, and knowledge of communication protocols (i.e. TCP/IP, X.25, X.400, X.500).

Functional Responsibility: Applies complex networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Diagnoses and remediates problems; plans installations, transitions, and cutovers of network components and capabilities. May review existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. May function as team leader for less experienced network engineers.

Minimum Education: Bachelor's degree in computer science, engineering, mathematics, or equivalent.

XXX Commercial Job Title: **Network Engineer II**

Minimum/General Experience: Three years of experience in protocol analysis, communication network system design and maintenance, and knowledge of communication protocols (i.e., TCP/IP, X.25, X.400, X.500).

Functional Responsibility: Applies advanced networking concepts in the analysis, study, and design of data networks. Analyzes network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput) and recommends procurement, removals, and modifications to network components. Designs and optimizes network topologies and site configurations. Plans installations, transitions, and cutovers of network components and capabilities. May review existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies. May provide task direction to less experienced network engineers.

Minimum Education: Bachelor's degree in computer science, engineering, mathematics, or equivalent. With a Master's degree (in the fields described in Minimum Education above): one year of specialized experience. With at least seven years of specialized experience, a degree is not required.

XXXI Commercial Job Title: **Network Engineer I**

Minimum/General Experience: Entry level position, with knowledge in protocol analysis, communication network system design and maintenance, and knowledge of communication protocols (i.e., TCP/IP, X.25, X.400, X.500).

Functional Responsibility: Applies basic networking concepts in the analysis, study, and design of data networks. Assists more experienced network engineers in analyzing network characteristics (e.g., traffic, connect time, transmission speeds, packet sizes, and throughput). Assists in planning installations, transitions, and cutovers of network components and capabilities. Assists higher level network engineering in the review of existing network designs and capabilities with the goal of making refinements, reducing operating overhead, enhancing network throughput, and improving current network topologies.

Minimum Education: Bachelor's degree in computer science, engineering, mathematics, or equivalent. With at least four years of specialized experience, a degree is not required.

XXXII. Commercial Job Title: **Field Service Technician III**

Minimum/General Experience: Five years' experience.

Functional Responsibility: Installs, modifies, and makes minor repairs to personal computer hardware and software systems, and provides technical assistance and training to system users. Installs or assists service personnel in installation of hardware and peripheral components such as monitors, keyboards, printers, and

disk drives on user's premises. Loads specified software packages such as operating systems, word processing, or spreadsheet programs into computer. Enters commands and observes system functions to verify correct system operation. Responds to client inquiries concerning systems operation and diagnoses system hardware, software, and operator problems. Provides technical assistance by responding to inquiries regarding errors, problems, or questions with programs. Trains end users or technical support staff to use and support program. Instructs users in use of equipment, software, and manuals. Recommends or performs minor remedial actions to correct problems. Coordinates with other specialist about revisions. Coordinates activities with help desk, network services, or other information systems groups. Provides updates, status, and completion information to manager, problem request tracking system, and/or users, via voice mail, e-mail, or in-person communication. Replaces defective or inadequate software packages. Refers major hardware problems to service personnel for correction. Reviews user and technical documentation written by others to confirm consistency with program operations Experience in installation, testing, and documenting application software on either a standalone PC or a network applications server.

Minimum Education: Bachelor's degree in computer science, engineering, mathematics, or equivalent; or equivalent combination of education and experience.

XXXIII. Commercial Job Title: **Field Service Technician II**

Minimum/General Experience: Two years' experience.

Functional Responsibility: Installs, modifies, and makes minor repairs to personal computer hardware and software systems, and provides technical assistance and training to system users. Installs or assists service personnel in installation of hardware and peripheral components such as monitors, keyboards, printers, and disk drives on user's premises. Loads specified software packages such as operating systems, word processing, or spreadsheet programs into computer. Enters commands and observes system functions to verify correct system operation. Responds to client inquiries concerning systems operation and diagnoses system hardware, software, and operator problems. Provides technical assistance by responding to inquiries regarding errors, problems, or questions with programs. Trains end users or technical support staff to use and support program. Instructs users in use of equipment, software, and manuals. Recommends or performs minor remedial actions to correct problems. Coordinates with other specialist about revisions. Coordinates activities with help desk, network services, or other information systems groups. Provides updates, status, and completion information to manager, problem request tracking system, and/or users, via voice mail, e-mail, or in-person communication. Replaces defective or inadequate software packages. Refers major hardware problems to service personnel for correction. Reviews user and technical documentation written by others to confirm consistency with program operations Experience in installation, testing, and documenting application software on either a standalone PC or a network applications server.

Minimum Education: High school diploma or equivalent combination of education and experience.

XXXIV. Commercial Job Title: **Field Service Technician I**

Minimum/General Experience: Entry level

Functional Responsibility: Installs, modifies, and makes minor repairs to personal computer hardware and software systems, and provides technical assistance and training to system users. Installs or assists service personnel in installation of hardware and peripheral components such as monitors, keyboards, printers, and disk drives on user's premises. Loads specified software packages such as operating systems, word processing, or spreadsheet programs into computer. Enters commands and observes system functions to verify correct system operation. Responds to client inquiries concerning systems operation and diagnoses system hardware, software, and operator problems. Instructs users in use of equipment, software, and manuals. Recommends or performs minor remedial actions to correct problems. Coordinates activities with help desk, network services, or other information systems groups. Provides updates, status, and completion information to manager, problem request tracking system, and/or users, via voice mail, e-mail, or in-person communication. Replaces defective or inadequate software packages. Refers major hardware problems to service personnel for correction

Minimum Education: High school diploma or equivalent combination of education and experience.

XXXV. Commercial Job Title: **Data Analyst**

Minimum/General Experience: Minimum of six years of experience required. Must have experience in dimensional data modeling, structured programming, object design, and warehouse load data integrity and validation procedures. Must have demonstrated knowledge of relational database theory and techniques, operational business systems, data Warehouse techniques/methods, corporate logical and physical data modeling and reporting requirements. Must possess strong quantitative, analytical, communication and interpersonal skills and ability to work in an unstructured, team-oriented environment.

Functional Responsibility: Design enterprise data models and lead a project team in delivering the detailed design. Provide high-level consulting expertise across projects or project teams. Work with customers to strategize new business models and solutions. Convert high-level user requirements into a deliverable design specification, define data architectures, and assist in task estimates and project scope. Select tools and products to facilitate the implementation of the architecture.

Minimum Education: Master's degree in computer science, engineering, mathematics, or equivalent.

XXXVI. Commercial Job Title: **Business Analyst III**

Minimum/General Experience: Minimum of five years' experience in business application. Strong knowledge of systems capabilities and business operations.

Functional Responsibility: Serves as the liaison between the business and IT in translating complex business needs into application software. Analyzes complex end user needs to determine optimal means of meeting those needs. Determines specific business application software requirements to address complex business needs. Develops project plans and identifies and coordinates resources. Works with programming staff to ensure requirements will be incorporated into system design and testing. Acts as a resource to users of the software to address questions/issues.

Minimum Education: Bachelor's degree, or equivalent combination of education and experience.

XXXVII. Commercial Job Title: **Business Analyst II**

Minimum/General Experience: Minimum of three years' experience in business application. Strong knowledge of systems capabilities and business operations.

Functional Responsibility: Translates basic business needs into application software requirements. Analyzes business needs to determine optimal means of meeting those needs. Determines business application software requirements to address specific business needs. Works with programming staff to ensure requirements will be incorporated into system design and testing. Serves as liaison with users of the software to address questions/issues.

Minimum Education: Bachelor's degree, or equivalent combination of education and experience.

XXXVIII. Commercial Job Title: **Business Analyst I**

Minimum/General Experience: Knowledge of systems capabilities and business processes. Proven oral and written communication skills.

Functional Responsibility: Assists with the translation of business needs into application software requirements. Participates in developing and/or modifying requirements, business design specifications, user training and documentation. Researches and documents business issues. Translates business requirements to technical staff to ensure that requirements are incorporated into system design. Tests and documents solutions. Serves as liaison between users of the software and technical staff.

Minimum Education: Bachelor's degree, or equivalent combination of education and experience.

XXXIX. Commercial Job Title: **Senior Technical Writer**

Minimum/General Experience: Five years' experience performing technical writing, research, and editing functions to prepare briefings, manuals, and other text documents. Knowledge of contemporary word processing and publishing applications.

Functional Responsibility: Leads to writes and/or edits technical documents, include business proposals, reports, manuals, briefings and presentation guidelines, and other project deliverables to meet contract requirements. Reviews and edits documents to ensure accuracy and quality to content, organization, language, format consistency, and conformance with established standards; works with technical staff to develop documentation requirements; management; and ensures that final documents meet applicable contract requirements and regulations. Research and gathers technical and background information for inclusion in project documentation and deliverables. Consults relevant information sources, including library resources, technical and financial documents, and clients and project personnel, to obtain background information, and verifies pertinent guidelines and regulations governing project deliverables.

Minimum Education: Bachelor's degree or equivalent.

**XL. Commercial Job Title: System Architect II**

Minimum/General Experience: Five years of experience as a Systems/Software Analyst or Systems Architect.

Functional Responsibility: Designs architectures that include software, hardware, and communications solutions to support the total requirements, as well as provide for present and future cross-functional requirements and interfaces. Ensures architectures are in compliance with open systems standards as they apply to the client's environment. Evaluates compatibility of information system development efforts with agency architectures and recommends adjustments, as appropriate. Evaluates problems of workflow, organization, and planning and develops appropriate corrective action. May function as team lead on specific project. (May include technical knowledge of workflow processes, document management systems, document imaging software, network requirements, and imaging hardware.)

**XLI. Commercial Job Title: System Architect I**

Minimum/General Experience: One year of experience as a Systems/Software Analyst or Systems Architect.

Functional Responsibility: Assists more experienced systems architects in designing architectures that include software, hardware, and communications solutions to support the total requirements, as well as provide for present and future cross functional requirements and interfaces. Assists in evaluating problems of workflow, organization, and planning and develops appropriate corrective action.

Minimum Education: Bachelor's degree in computer science, engineering, mathematics, or equivalent. With at least five years of specialized experience, a degree is not required.

## GSA Rate - Price Schedule for GS-35F-0673M SIN 132-51

(February 1, 2009)

Labor Category	GSA Price (\$/Hour)
<b>Project Manager</b>	
Project Manager V	185.74
Project Manager IV	133.45
Project Manager III	115.29
Project Manager II	108.88
Project Manager I	88.60
<b>Senior System Programmer</b>	
Senior System Programmer II	168.66
Senior System Programmer I	157.99
<b>Senior Programmer</b>	
Senior Programmer IV	133.45
Senior Programmer III	104.61
Senior Programmer II	100.34
Senior Programmer I	92.87
<b>Programmer</b>	
Programmer III	91.80
Programmer II	75.79
Programmer I	63.16
<b>Network</b>	
Network Specialist	105.68
Network Administrator	88.60
Equipment Specialist	87.53
Network Engineer IV	\$185.25
Network Engineer III	\$154.45
Network Engineer II	\$128.53
Network Engineer I	\$101.76
<b>Analyst</b>	
Application System Analyst	91.43
Business System Analyst	102.48
Senior System Analyst	117.42
Analyst	67.18
Data Analyst	\$135.00
Business Analyst III	\$112.50
Business Analyst II	\$94.50
Business Analyst I	\$79.30
<b>Technician</b>	
Field Service Technician III	\$85.50
Field Service Technician II	\$58.50
Field Service Technician I	\$45.00
<b>Specialist</b>	
Specialist	101.00
Database Administrator	81.64

Security Specialist	96.07
Graphic Artist	58.71
Document Specialist	55.51
Senior Technical Writer	\$95.47
Technical Writer	64.05
<b>Architect</b>	
System Architect II	\$171.00
System Architect I	\$141.30

**USA COMMITMENT TO  
PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS**

**PREAMBLE**

Stellar Services Inc.d/b/a Stellar Services provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

**COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact Stellar Services Inc. d/b/a Stellar Services, Liang Chen. Tel No. 212-432-2848, contact@stellar4.com, Fax no. 212-432-2846



**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (GSA and (Stellar Services) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) GS-35F-0673M.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

Stellar Services Inc.d/b/a Stellar Services 2/1/09

\_\_\_\_\_  
Ordering Activity Date

\_\_\_\_\_  
Contractor Date

BPA NUMBER\_\_\_\_\_

**Stellar Services Inc. d/b/a Stellar Services**

**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) GS-35F-0673M, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;
- (f) Date of Purchase;

- (g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - (h) Date of Shipment.
- (9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.
- (10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

## BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions of the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customer's needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer's requirement.
- Customers make a best value selection.